



Tanglewood Park Community Centre
30 Woodfield Dr, Nepean, ON K2G 3Y5
Website: www.thca.ca
TPCC Management Committee Meeting
January 15, 2019 7:00 pm

In attendance: G Roderick (Chair), V Keaney (Secy), P Budd, A Deering, M Mintenko, D Orozco,

1. **Approval of Agenda** **Approved**
2. **Approval of October 09/2018 Minutes:** **Approved**
3. **Personnel Changes:** TOS - Dec 15 Jason Ashe, Skating Rink Supervisor; SOS - Nov 1 Jessica Gao, Program Mgr (External); SOS - Nov 1 Kilee Mercuur, Program Mgr.
Other News: A one-year renewable position paid for by NROCR under the City's Community Development Framework Grant will provide us with a Community Facilitator for 8 hours pm. The person will assist in Membership, Neighbourhood Watch, promoting Centre programs and helping to address the lack of ability to sustain volunteers.
4. **Business Arising from the Minutes**
 - A. Drink Machine: P Budd reported that there is not enough income earned to support a rental machine. The purchase of a refurbished machine was reviewed along with the idea of buying a fridge for drinks and keeping it padlocked. **Carry over**
 - B. Ball Courts: In July, the City painted lines on the Tanglewood basketball court. Further discussions to follow once court visible. **Carry over - Spring**
 - C. Basket Ball Court & Wall, Medhurst Park – it has been suggested that Kevin Hand be contacted re budget to renew this court vis-à-vis expenses created as a result of the tornado. THCC is willing to provide funds to partner ameliorating the court **G Kong - Action**
 - D. Concrete bollards are in a deteriorating state **Carry over**
 - E. Parking lot: sweeping – P Budd reported it had been done, yet poorly. **Carry over - Spring**
 - F. Holiday Lights for facility – P Budd reported new lights had been purchased in 2018 and the install for 2018 was free but there will be a cost for subsequent years. A query on the previous lights found that they were removed and possibly destroyed when the roof was reshingled in 2018.
Chair Comment – were there no requirements in removal.
 - G. Internal Mailbox – P Budd provided a variety of examples of individual mailboxes, both open and locked as well as a drawer for members of TPCC/THCA. Nil was selected. **Carry over**
 - H. Refurbishing of Kitchen – P Budd sent an email to K Egli, Councillor, asking for monetary support in the City's 2019 budget for the retrofit of the kitchen upgrade at 30 Woodfield. **Carry over – next mtg**

- I. Non-welcome patron list – after problems with users, a list of non-welcome patrons will be established. **P Budd - Action**
- J. Construction of the garden boxes **See 5.5**
- K. Arbour Day – a grant in the amount of \$700 has been received. Further inquiries will be made as to events and possibility of obtaining tree(s).

5. Reports:

5.1. Facility Scheduler Manager – P. Budd

- ✓ Reported Permit revenue is on track.
- ✓ Sound system is out for repair, however, other means of such systems are being reviewed.
- ✓ From ~~Oct~~ July – Dec, \$9,500 was paid to the City.
- ✓ Scheduling is good and on track.
- ✓ The report on the rink was very good. Since it opened some 15 days prior, it has been closed for only 2 days. 73hrs supervised; 171 skaters; 899hockey (109 helmets); 102hrs maintenance; helpers P Budd (the Budd Family), T Kenny Aedy, and Andy's Snow Removal. It was noted that the Centre's snow blower has never been used.

5.2. Facility Manager – P Budd

- ✓ The FMgr is responsible for keeping the building in repair.
- ✓ The cleaners are acceptable and specified issues have been addressed.
- ✓ The cleaning of windows and charge-back to the City is being reviewed.
- ✓ **STAYING CONNECTED Newsletter** – it was suggested that there be advertised the hiring of an occasional commercial cleaner.
- ✓ A Bluetooth pertaining to the electronic sound system has been purchased.

5.3.1 Programs Manager (Interior) – A Deering

- ✓ The PMgr(I) reported that in order to run the **CPR Course**, 10 people are required. That number was not reached in November nor possibly now, so the PMgr wanted to delay the course until Spring. Overruled, the course will be held **Sunday, Jan 20/2019**.
The PMgr(I) requested that his opposing vote be recorded.
- ✓ The City's French course that was scheduled between Jan 9 and Mar 6 was cancelled due to the lack of enrollment. Concern was expressed that the course to be held in Spring may also be cancelled by the City due to lack of enrollment. **NOTE:** the French teacher will provide the course on her own. More info to follow.
- ✓ The PMgr(I) in liaison with the PMgr(E) is responsible for updating the bulletin boards throughout Tanglewood.
- ✓ Mary Cook, Author and story teller, will be the Guest at the Young at Hearts gathering on Jan 28th at 30 Woodfield. This event runs from 1 to 3 once per month.

5.3.2 Program Manager (Exterior) M. Mintenko

- ✓ Learn to skate and learn to play hockey will be offered. Learn to skate will be held on Friday evenings and the City has provided a coach.
- ✓ A coach is required for the learn to play hockey. NROCR and South Nepean Health Centre will provide 15 vouchers (value \$125 each) for equipment. As for equipment, A Deering was explaining that families can make a request to CT under their Jumpstart program but now believes this route has ended.

5.4 **Events Manager: N. Mintenko**

- ✓ Luigi Mangione was responsible for loaning us the huge Snowman outside the building at the Christmas Party.
- ✓ Renting the Santa Clause costume is a tad expensive but Keith Egli, our Councillor, will loan us his costume if available. Over the past couple of years, we have held this event at the same time as the Councillors' so our date may change or the purchase of our own costume is a consideration.
- ✓ There are discussions about combining the Christmas Party with the Craft Fair.
- ✓ The Winter Carnival slated for Saturday, January 19th from 1-4 will have food & drinks, games & prizes, horse & sleigh rides, a face painter, an open fire in, photographer, BIG Snowman being loaned us thru Luigi Mangione and more.

5.5 **Community Garden Manager - D Orozco:**

- **PHASE I** – D Orozco advised that the garden went well with a few challenges for water.
- The fees will remain the same for 2019.

Registration will be held at the same time as registration for the Centre's courses in April but could be offered at the time of the Gardening Workshop in March.

- **PHASE II** – 6 additional boxes have been completed. \$1,080 has been returned to Just Foods and funding and approval will be reapplied to the City for Phase III. It was noted that the Centre's lawn mower has never been used. Chair suggested an edger be purchased.

D Orozco - Action

- **PHASE III** – Coming 2019-2020

➤ **Education** – A free course, in concert with Just Food, on Workshop Gardening for Beginners is planned for 2019.

D Orozco - Action

5.6 **Promotion Manager** – A Promotion Manager is badly needed as the Centre would very much like to provide the neighbourhood with the opportunity to learn about different programs available for all. Paid position – stipend.

POSITION – post at Centre.

G. Roderick Action

5.7 **Communications:** Discussion was had on more frequent use of Curbex signs, and use of a smaller one at the west end of the neighbourhood. Another topic – were we doing a good enough job in assisting Young at Heart advertising Mary Cook's talk?

6. **Finances**

- A. Statement of Financial Position: while the balance is \$65,000, two cheques totaling \$10,637 have not yet cleared the bank. Taking into account ball courts in both parks and the kitchen, we have committed approximately \$20,000.
- B. Operating Statement: under the header Community Garden, there is post Sep revenue of \$386 bringing into operations a post of the residual of the Just Food Grant. On the expense side, there is no off-set. Under the header TPCC, there is membership registration revenue of \$222.

7. **Merging Issues:**

Promotion Facilitator: the ad for this position has been identified for a month. It has been posted on the bulletin boards and appeared in the December issue of Staying Connected yet not an inquiry. Please help spread the word.

8. **Adjournment 9pm: NEXT TPCC MEETING on March 12th.**